

Attachment 3**PERFORMANCE EVALUATION REQUIREMENTS**

A3.1. Purpose and Background. Specific provisions of law, regulation, and Department of Defense (DoD) policy require certain matters be considered in the performance evaluations of some employees. Except as provided below, this does not require the establishment of specific performance elements and standards addressing the individual's performance. Rating officials may just consider these requirements in the performance rating or provide narrative evaluations of progress in meeting these requirements (e.g., in a statement on the appraisal form).

A3.2. DoD Performance Evaluation Requirements.

A3.2.1. Audit Follow-Up. Performance evaluations of appropriate managers must reflect the degree of effectiveness in addressing audit findings and recommendations and implementing agreed upon corrective actions as required by Office of Management and Budget (OMB) Circular A-50, "Audit Follow-up," 29 September 1982. This requirement applies to audits conducted by the General Accounting Office (GAO) and the Inspector General, Department of Defense (IG, DoD). This requirement is established in paragraph E.2.g of DoD Directive 7650.3, "Follow-Up on General Accounting Office, DoD Inspector General, Internal Audit, and Internal Review Reports," 5 September 1989.

A3.2.2. Personnel Security Program. Performance evaluations of employees assigned to sensitive duties (or other duties requiring a trustworthiness determination) must on a continuing basis also have an evaluation of their security eligibility. This requirement is established in paragraph 9-102(d) of DoD 5200.2-R, "Personnel Security Program," January 1987.

A3.2.3. Internal Management Control. Performance evaluations of management who have significant Internal Management Control (IMC) responsibilities must reflect the accountability for the success or failure of IMC practices. This requirement is established in paragraph E.3.d of DoD Directive 5101.39, "Internal Management Control Program," 14 April 1987.

A3.2.4. Equal Employment Opportunity (EEO). Performance evaluations of supervisors, managers, and other personnel with EEO responsibility shall have a critical element on EEO. This requirement is established in paragraph E.2.f of DoD Directive 1440.1, "The DoD Equal Employment Opportunity (EEO) Program," 21 May 1987.

A3.2.5. Inventory Management. Performance evaluation of individuals employed at Inventory Control Points shall give appropriate consideration to efforts made by these individuals to eliminate wasteful practices and achieve cost savings in the acquisition and management of inventory items. This requirement is established in title 10, section 2458.

A3.2.6. Acquisitions. Persons serving in an acquisition position in the same acquisition career field shall be provided an opportunity for inclusion of any comments on the performance of a person serving in an acquisition position. It should be routine practice to seek input from program managers when evaluating contracting personnel. This requirement is established in paragraph D.19 of DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," 25 October 1991.